

Request for Proposals
SFY 2005 Section 604(b) Grant Funds

Water Quality Management Planning Pass-Through Grant Program



State of New Jersey
Department of Environmental Protection
Division of Watershed Management
Statewide Nonpoint Source Program

August 2004

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Acronyms

DWM	Division of Watershed Management
GIS	Geographic Information Systems
NPS	Nonpoint Source
OWTS	Onsite Wastewater Treatment Systems
POTWs	Publicly Owned Treatment Works
QAPP	Quality Assurance Project Plan
RfP	Request for Proposals
SFY	State Fiscal Year
TMDL	Total Maximum Daily Load
WMP	Wastewater Management Planning
WQMP	Water Quality Management Planning

Section 1: Program Overview

1.1 Introduction

The New Jersey Department of Environmental Protection's (Department) Division of Watershed Management (DWM) is seeking proposals for Water Quality Management Planning (WQMP) projects for State Fiscal Year (SFY) 2005, pursuant to Section 604(b) of the federal Clean Water Act (Act).

Each year, the State of New Jersey receives funds under Section 604(b) of the Act to carry out planning under Sections 205(j) and 303(e) of the Act. Section 205(j) describes water quality management planning to include, but not be limited to:

- (A) Identifying the most cost effective and locally acceptable facility and nonpoint measures to meet and maintain water quality standards;
- (B) Developing an implementation plan to obtain state and local financial and regulatory commitments to implement measures developed under (A) above;
- (C) Determining the nature, extent, and causes of water quality problems in various areas of the state and interstate region, and reporting on those annually; and
- (D) Determining those POTWs which should be constructed with assistance (under that title), in which areas and in what sequence, taking into account the relative contributions to water quality of other point or nonpoint sources, and the consideration of alternatives to such construction, and implementing section 303(e) of the Act (the continuing planning process).

In addition, Section 604(b) of the Act, as amended, requires, with certain exceptions, that at least 40 percent of the State's funds awarded under Section 604(b) be allocated as pass-through grants to organizations for WQMP activities. It is the purpose of this WQMP Pass-Through Grant Program to satisfy this requirement.

Prospective applicants are strongly encouraged to carefully read this entire Request for Proposals (RfP) prior to submission of a grant application.

1.2 Funding Priorities for SFY 2005

The Department's Division of Watershed Management (DWM) is requesting proposals for the purposes of (A) conducting wastewater management planning activities and (B) developing management plans for onsite wastewater treatment systems.

A. Wastewater Management Planning Activities

SFY 2005 604(b) funds may be used for conducting wastewater management planning (WMP) activities, pursuant to N.J.A.C. 7:15-5 and Executive Order 109 (Whitman), for designated growth areas as identified in the State Development and Redevelopment Plan, specifically Planning Areas 1 and 2 and designated centers. Such activities may include capacity analyses and alternative analyses. Capacity analysis requires the identification and evaluation of all existing infrastructure necessary to provide adequate wastewater treatment and conveyance capacity (as defined in N.J.A.C. 7:14A-1.2) for the maximum population that can be supported by the service area, including, but not limited to: collection, conveyance, distribution, and treatment systems. The results of capacity analyses may be used by the Department in water quality management planning and permitting decisions made pursuant to the Statewide Water Quality Management Planning rules (NJAC 7:15). Capacity analyses for wastewater systems shall be conducted in accordance with acceptable engineering practices, as well as the requirements and specifications prescribed at N.J.A.C. 7:14A-22.16. Unofficial versions of N.J.A.C. 7:14A-1.2 and N.J.A.C. 7:14A-22.16 are provided in Appendices B and C, respectively. Alternative analyses eligible for funding may include, but are not limited to, Point Source Pollutant Loading Analysis, Nonpoint Source Pollutant Loading Analysis, Consumptive Water Use Analysis, Environmental Build-Out Analysis, and Endangered/Threatened Species Analysis.

B. Onsite Wastewater Treatment Systems Management Plans

SFY 2005 604(b) funds may be used in the development of management plans for onsite wastewater treatment systems (OWTS)¹. It is recommended that OWTS management plans contain, at a minimum, the following eight (8) components:

- An education/outreach component that will be used to inform stakeholders, owners of OWTS, and the public about the importance of holistic onsite wastewater management planning and proper local management measures.

¹ Information regarding onsite wastewater treatment systems and the development of management programs can be found at <http://cfpub.epa.gov/owm/septic/home.cfm> and http://www.state.nj.us/dep/dwg/sep_site.htm

- Development and establishment of an Onsite Wastewater Management Entity (i.e. created by an ordinance of the Municipal Board of Health) which would administer the local management program with full authorization.
- The identification and prioritization of local and/or individual OWTS operation and maintenance concerns that need to be addressed.
- Determination of the management measures that will need to be implemented to best address the local and/or individual OWTS concerns.
- A description of how adequate short term and long-term monitoring, operation, and preventative and corrective maintenance (including replacement) of OWTS will be ensured.
- An inventory/tracking process to document the location, age, current level of performance, and inspection and maintenance history of OWTS in the planning area.
- An estimate of the amount of technical and financial assistance needed to implement the management program and identification of potential sources of funding.
- A schedule for implementing the management measures identified in the plan.

1.3 Qualifications for Eligibility

Regional Public Comprehensive Planning Organizations and Interstate Organizations created for the purpose of carrying out water quality management planning activities are eligible to apply for 604(b) Pass-Through Grant Funds. These entities include:

- Agencies responsible for water quality management planning (WQMP), i.e. Atlantic, Cape May, Mercer, Middlesex, Monmouth, Ocean, and Sussex Counties, and the Delaware Valley Regional Planning Commission;
- Conservation Districts chartered as units of local government, as independent substate agencies, or as interstate agencies.

Section 2: Grant Processing Schedule

2.1 Deadlines

A. Intent To Apply Must Be Submitted By:

October 27, 2004, 5:00 P.M.

B. Pre-Application Meeting Must Be Held By:

December 14, 2004

C. Final Application Must Be Submitted By:

December 28, 2004, 5:00 P.M.

2.2 Intent to Apply

All applicants must submit a formal Intent to Apply for SFY 2005 Section 604(b) Pass-Through Grant funds by completing the electronic application form provided on the Funding website at http://www.nj.gov/dep/watershedmgt/financial_resources.htm, or by mailing the completed form found in Appendix A to the address noted in the appendix. Intent to Apply forms must be postmarked or electronically submitted by October 27, 2004 at 5:00 P.M. Only applicants that have submitted the Intent to Apply by the above deadline will be allowed to proceed into the next phase of consideration.

2.3 Pre-Application Meetings

Pre-application meetings will be scheduled by DWM with all potential applicants who have submitted Intent to Apply forms in accordance with the above deadline. **Applicants must attend the pre-application meetings prior to submitting final grant applications in order to remain eligible for funding.** The purpose of these meetings is to develop the applicant's proposal into a project that best meets the criteria for obtaining 604(b) Pass-Through Grant funding and that will achieve the greatest environmental benefit. In addition, the pre-application meetings will be used to identify any technical or procedural issues that must be addressed by the applicant in developing or implementing the scope of work and grant proposal. Applicants must attend these meetings prepared to discuss overall project goals as well as more detailed logistics. Applicants are encouraged to bring pertinent information regarding the project location and viability, in addition to visual aids such as maps and conceptual designs. Please be aware that applicants themselves must attend the pre-application meetings. The deadline for holding pre-application meetings is December 14, 2004.

2.4 Proposal Submission and Format

Three (3) hard copies and one (1) electronic copy (in Microsoft Word or Adobe PDF format) of the complete proposal for Section 604(b) grant projects must be submitted to the following address no later than December 28, 2004 (postmarked, or stamped "received" if hand delivered) in order to be considered for SFY 2005 funds. The electronic copy should be provided on a CD and submitted along with the hard copies of the proposal. Please note: if the proposal package is not prepared by the applicant, the package must include a letter from the applicant stating approval of the package and intent to become the grantee.

PROPOSAL DELIVERY LOCATION:

New Jersey Department of Environmental Protection
Division of Watershed Management
401 East State Street, 4th Floor, East Wing
PO Box 418
Trenton, New Jersey 08625-0418
Attn: Time Sensitive SFY '05 604(b) Grant Proposal

2.5 Proposal Review

Proposals will be reviewed and scored based on completeness, timeliness, and the eligibility criteria provided in Section 4 of this RfP. Applicants will be informed, in writing, of any project modifications needed and/or of funding approval decisions.

Section 3: Proposal Components

In order for the grant application to be considered complete and thus able to move forward within the funding determination process, the items outlined below must be submitted by the December 28, 2004 deadline.

3.1 Cover Page

The cover page of the grant proposal must contain the following information:

- Project Title
- Watershed Management Area (Name and Number)
- Water Quality Management Planning Area
- Applicant's name, address, and phone number
- Contact Person's name, address, phone number, fax number, and e-mail address
- Names, addresses, phone numbers, and email addresses of all contact persons and organizations serving as project partners.
- Total Project Cost
- Grant Amount Requested
- Date of Proposal

3.2 Abstract

The proposal must include a brief abstract of the project, including a summary of the information contained in the scope of work (see detailed description below). The abstract should be able to serve as a stand-alone document.

3.3 Scope of Work

The proposal must contain a scope of work that includes all of the elements described below. Any reference materials or maps must be added as appendices and should not be included in the text of the scope of work.

A. Background: Project Justification and Problem Definition

Describe why the project is needed, the scope of the problem, and/or current condition of the project area. Define the desired result that this project will seek to achieve.

B. Statement of Need

Identify the causes of, or obstacles contributing to, the gap between the current conditions and the desired results. Explain how this project will address the root cause of the problem and work toward closing the "gap" that exists between the current conditions and the desired outcome. Give background water quality information if available.

C. Goals and Objectives Statements

The Goals and Objectives statements should identify the project goal(s), related objectives, and steps taken to meet the goal(s). The tasks, or steps that are taken to meet the goal(s), serve as the methodology used to close the "gap" identified. This section should also include a narrative description of the work to be accomplished.

Goals identify the desired outcome(s) related to the identified problem or need and serve as general statements of results.

Objectives describe the outcomes in a measurable way; they are not about the tool you are using to implement your project. Objectives specify:

- The results to be achieved, or criteria by which results will be measured;
- The time frame for achieving the objective;
- The specific target group toward which the service or program is directed.

Tasks are concise statements of the activities that must take place to achieve the desired goal(s). They serve as the steps that will be taken in order to meet the project goal(s) and objectives. Tasks should:

- Demonstrate who will be responsible for each task (including project partners);
- Identify the applicant's and project partner's roles in achieving the objective.

Each task should be assigned a number which is then keyed to the task number used in the Task Description, Implementation Schedule, and Budget.

D. Measurable Outcomes: Indicators of Success

Each proposal must explain how measurable components will be incorporated in order to evaluate the effectiveness of project efforts. Project outcomes should be evaluated, as opposed to project outputs.

3.4 Project Implementation Schedule

A complete proposal must include a project implementation schedule (following the table format provided below) detailing, for each objective of the project, the outputs or deliverables, tasks, and responsible parties. The schedule should describe the total duration of the project from commencement to completion and should include a breakdown for each phase/key task of the project, including: administrative start time, all required paperwork and legal review, project completion and evaluation,

and preparation and submission of the quarterly and final reports. Months should not be specified, but instead should be listed by number (i.e. from 1 to 12 for a one year project). The partners that will become involved in the project should be reflected in the 'tasks' portion of the Project Implementation Schedule.

Project Implementation Schedule

Project Goal Completion Month#/Year					
Task	Responsible Party	Time Frame	Anticipated Start Date	Anticipated Completion Date	Project Deliverable
Task 1	Lead Agency	Months	Month#	Month#	Ex. A and B maps
Task 2	-or-	Months	Month#	Month#	Ex. C and D maps
Task 3	Partner's Name	Months	Month#	Month#	Ex. E and F maps

3.5 Letters of Resource Commitment

DWM encourages all applicants to seek out partners with whom they may join to achieve project goals and objectives. Letters of resource commitment from all partners and project participants must be included in the grant proposal. Letters should reference any tasks for which the partner is identified as the responsible party in the project implementation schedule. These letters should describe their commitment to the project in terms of time, money, and/or effort. Such descriptions of commitment may include, but are not limited to: hours and/or cost of in-kind professional services, assistance in accessing and evaluating data, participation in project-related meetings, development and distribution of educational materials, and assistance with future implementation and maintenance of measures identified in the plan/analysis.

Letters of resource commitment must be included with the grant proposal, or DWM cannot guarantee that they will be taken into consideration. If any partner is no longer involved with the project, or if new partners are added during the implementation of the project, a letter from the applicant explaining the change shall be submitted to DWM with the subsequent quarterly report.

3.6 Budget

The budget section must include a brief introductory discussion regarding the total project cost, followed by a table providing the cost for each task and a breakdown of how that cost was derived. Staff time must be specified by the title of each person working on the task and their cost, based on the number of hours which they will work on the task multiplied by their hourly rate. All calculations must be shown. Other costs, such as consultants, specific supplies, and travel must also be included, along with supporting documentation. Costs for equipment should not be included, and are not eligible for funding under the 604(b) Water Quality Management Planning Grant program. The following categories are required in the budget (if applicable):

- Salaries
- Benefits
- Travel (@ 0.31 cents per mile)
- Administration (rent, phone, etc.)
- Contractual Services

3.7 Geographic Information System Data

Any projects that require use of GIS data or mapping must follow the Department's Mapping and Digital Data Standards (2002)². If the applicant is not able to comply with this guidance, the costs associated with activities using GIS will not be eligible for funding.

3.8 Other Project Specific Information

The following items are also required to be included with the project proposal, if applicable:

- USGS topographic map with project area delineated on it;
- Sketch/site plan or large-scale map showing project area in detail;
- Details of biological and/or chemical monitoring plan;
- Description of data source(s), and how, where, and why data will be collected. Existing resources and data must first be assessed to prevent a duplication of effort and to evaluate the sources of, and solutions to, the problems being addressed.
- Tax lot and block maps for OWTS management plans only.

² The Department's *Mapping and Digital Data Standards (2002)* can be found at www.state.nj.us/dep/gis/njdepstandards02.pdf

Section 4: Proposal Evaluation Criteria

4.1 Priority

DWM will accept applications for wastewater management planning activities only in those designated growth areas identified as Planning Areas 1 and 2 and the designated centers in the State Development and Redevelopment Plan. For onsite wastewater treatment systems, projects addressing one or more of the following will receive highest priority:

- Proposed area includes a public lakeshed;
- Proposed area contains Category One waters;
- Proposed area contains waters found on sublist 5 of the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report*;
- Proposed area contains waters that have, at minimum, a proposed TMDL.

4.2 Project Design

Consideration will be given to the description, nature, and extent of the planning activities, as well as how the activities will address the goals and objectives outlined in the scope of work.

4.3 Project Viability

Projects will be assessed based on their ability to achieve the goals outlined in the proposal, as well as the long term sustainability of the project goal. Projects should be designed to achieve the project goal, be presented in the proper sequence of events (goal/objective/task), and display well thought out long-term commitment.

4.4 Cost Effectiveness

Project costs will be evaluated for overall cost-effectiveness (i.e. the maximum product output per dollar spent), as well as the average costs of products and services proposed.

4.5 Applicant Resources, Ability, Past Performance, & Presentation

Applicants must demonstrate that they have all of the necessary resources and ability to perform the proposed project. If the applicant has previously received funding from DWM, regardless of funding source, past performance will be taken into consideration. Timeliness, cooperation with Department staff and partners, and goal achievement will all factor into this evaluation.

4.6 Evaluation and Management

Applicants must demonstrate that they possess the capability and authority to implement the plan developed as a result of the proposed project.

4.7 Other Funding/In-Kind Services

Although a match is not required for projects to be funded, in-kind services demonstrate a long-term commitment to overall project success.

Section 5: Requirements of Projects Selected for Funding

5.1 Quality Assurance Project Plan

All selected projects that include environmental monitoring³, measurements, or data generation⁴ must have a Quality Assurance Project Plan (QAPP) approved by the Department before any monitoring, measurements, or data generation is initiated. For projects that involve water quality data, the QAPP will include a project specific monitoring plan. Monitoring should be consistent with the requirements of the Verification Protocol, and the QA/QC requirements of the Department. QAPPs do not have to be developed until an applicant has been notified that the project has been selected for funding.

5.2 Quarterly Performance Reports

Performance reports shall be submitted to the DWM on a quarterly basis. Quarterly performance reports shall provide an update and explanation of the project status. These reports must follow the format outlined in Appendix E.

5.3 Final Report

Three (3) hard copies and one (1) electronic version of the final report must be submitted to the DWM upon completion of the project. The DWM must deem the report acceptable prior to the release of final payment to the grantee. The final report must follow the format outlined in Appendix F.

³ Information regarding QAPPs for water quality monitoring can be found at www.epa.gov/quality/qs-docs/g5-final.pdf.

⁴ Information regarding QAPPs for data generation through modeling can be found at <http://www.epa.gov/quality/qs-docs/g5m-final.pdf>.

Appendix A

SFY 2005 Section 604(b) Intent to Apply

In order to be eligible for State Fiscal Year (SFY) 2005 604(b) Pass-Through Grant Funds, all applicants must submit a formal intent to apply through the Division of Watershed Management's website found at http://www.state.nj.us/dep/watershedmgt/financial_resources.htm or by hard copy via mail to the NPS Program by **October 27, 2004 at 5:00 P.M. (post marked)**. Applicants will then be contacted to schedule and attend a **mandatory** pre-application meeting to be held with Nonpoint Source Program staff, as well as other appropriate Department of Environmental Protection staff.

Submit all hardcopy versions of this form to:

**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATERSHED MANAGEMENT
STATEWIDE NONPOINT SOURCE (NPS) PROGRAM
401 E. STATE STREET- 4TH FLOOR, EAST WING
P.O. BOX 418
TRENTON, NEW JERSEY, 08625-0418
ATTENTION: TIME SENSITIVE SFY 2005 604(b) INTENT TO APPLY**

Intent to Apply Registration

Contact Person's Name: _____

Contact Person's Title: _____

Affiliation: _____

Contact Person's E-mail Address: _____

Contact Person's Phone Number: _____

Project Partners: _____

Watershed Management Area(s): _____

Draft Project Topic: _____

Water Quality Management Planning Area: _____

For Onsite Wastewater Treatment Systems Only

Public Lakes in Planning Area: _____

2004 Integrated List Impairment Status: _____

Appendix B

N.J.A.C. 7:14A-1.2 Definitions

(UNOFFICIAL VERSION. THE OFFICIAL VERSION CAN BE OBTAINED FROM WEST PUBLISHING, 1-800-808-WEST)

N.J.A.C. 7:14A-1.2 Definitions

As used in this chapter, the following words and terms shall have the following meanings.

"*Adequate conveyance capacity*" means:

1. In the downstream sewers, the peak dry weather flow does not exceed 80 percent of the depth of the pipe and the peak wet weather flow does not result in overflows or discharges from any unpermitted discharge location; and

2. In downstream pumping stations with two pumps, peak dry weather flow shall be handled by one pump, and in pumping stations with more than two pumps, peak dry weather flow shall be handled with the largest pump out of service, and the peak wet weather flow does not result in any overflow or discharge from any unpermitted discharge location.

Appendix C

N.J.A.C. 7:14A-22.16 Capacity Assurance Program

(UNOFFICIAL VERSION. THE OFFICIAL VERSION CAN BE OBTAINED FROM WEST PUBLISHING, 1-800-808-WEST)

(a) Whenever the committed flow reaches or exceeds 80 percent of the permitted capacity of a treatment works, the participating municipalities and/or sewerage authorities shall submit to the Department a program to be implemented in order to prevent an overloading of their facility or a violation of their NJPDES permit. This program shall include, but is not limited to, the following:

1. Implementation of water conservation measures;
2. Reduction of inflow and infiltration (I/I) where appropriate. Measures shall be taken, to the satisfaction of the Department, which appropriately identify the causes and course of corrective action within a specified time frame;
3. Implementation of measures to maximize treatment plant capacity at a minimum cost;
4. Construction of improvements;
5. Disconnection of roof leaders, sump pumps and other sources of inflow, from sanitary sewer lines and connect into storm sewer lines where storm sewers are available and to the extent feasible;
6. Submission, on a quarterly basis, of a completed WQM007 Form to the Wastewater Facilities Regulation Program, Bureau of Construction and Connection Permits, CN-029, Trenton, New Jersey 08625; and
7. Preparation for the imposition of a self-imposed sewer connection ban, as required by N.J.A.C. 7:14A-22.17, in the event that it is anticipated that additional flows will result in violations of any pollutant parameter limits contained in the plant's NJPDES or NPDES permit.

(b) For treatment plants which are subject to excessive inflow and infiltration to the extent that NJPDES permit limits for flow are occasionally exceeded during wet months, the Department will consider issuing TWAs for additional flow if, in the sewerage authority's opinion, the affected sewage treatment plant can treat flows in excess of its permitted capacity and still maintain compliance with the pollutant limits specified in its NJPDES permit. In addition to the requirements in (a)1 through 7 above, the authority shall submit a detailed technical report demonstrating its findings and providing justification for the issuance of treatment works approvals for additional contributory flows.

1. The detailed technical report referenced in (b) above must contain a discussion of the following issues:
 - i. The extent of inflow and infiltration;
 - ii. Dry weather treatment capacity at the plant;
 - iii. The plant's ability to treat additional flows;
 - iv. Water quality issues;
 - v. Status of the current NJPDES permit for the plant; and

vi. The effect that such a decision will have upon the discharge limitations contained in future NJPDES permits.

(c) If the participating municipalities and authorities do not comply with (a) above, then the Department may issue a warning notice. A warning notice shall require the sewerage authority or municipality to prepare and submit a program pursuant to N.J.S.A. 58:10A-6(h)(3) and (a) above, within 45 days of receipt of the notice.

(d) Upon approval by the Department of a program submitted pursuant to (a) or (b) above, the sewage authority and participating municipalities shall give public notice of the program in a manner designed to inform local residents, developers, local planning board and other affected persons. Such notice shall include at least the following information:

1. The name, mailing address and telephone number of the owner of the treatment works;
2. The permitted capacity of the treatment works;
3. The committed flow to the treatment works;
4. A statement that the treatment plant is approaching its permitted capacity and the possibility exists that a sewer connection ban will be imposed if the plant is unable to maintain compliance with its discharge limits; and
5. Description of the service area including the participating municipalities.

(e) In the event that the committed flow to a sewage treatment plant is at or above 100 percent of the plant's permitted capacity, and the Department determines that issues involved in (a), (b) or (c) above have not been appropriately addressed and that additional flows above the plant's permitted capacity may result in violations of their NJPDES permit, the Department may cease the further issuance of treatment works approvals for additional flow to the plant. In the event that such a decision is made, the Department, at its discretion, may grant exceptions for projects that require a TWA providing the project meets the sewer ban exemption criteria specified in N.J.A.C. 7:14A-12.22.

(f) Neither this section nor the provisions of N.J.A.C. 7:14A-22.17 shall apply to industrial treatment works that are direct dischargers to the waters of the State.

Appendix D

Quarterly Reporting Requirements

Title Page or Cover

Title of Project

Project Identification Number

Contact person or project manager/address/telephone number of grantee

Reporting Period

Summary of Progress to Date

The summary must include major project activities implemented, progress in attainment of project objectives, timelines, percentage of task complete, etc.

Slippage Report

The slippage report must describe any deviation from the project timeline or budget, along with an explanation and revised timetable, budget, and completion schedule. Please note that project no cost time extensions must be applied for through the project manager and will only be granted when the grantee has experienced unforeseeable project setbacks. No project will be granted more than one no cost time extension unless an exception is given from the Director of DWM.

Problems/Issues

This section must describe any problems encountered in project implementation, such as unanticipated events and their consequences, along with a description of the solutions applied (should cross-reference the slippage report as applicable).

Expenditure Report:

An expenditure report, also known as Attachment C in the executed grant agreement, must be submitted with every quarterly report. If there are no expenditures for the work period, the expenditure report must be submitted indicating \$0 in the total. Fiscal information should include time sheets, phone logs, mileage logs, bills, and receipts for expenditures related to the project.

Additional Information:

Additional information to be submitted with each quarterly report includes, but is not limited to:

- Summary of activities planned in next project period
- Surveys
- Monitoring data and/or results, if applicable
- Attendance sheets, if applicable

Appendix E

Final Reporting Requirements

Title Page or Cover

Project Title

Project Identification Number

Watershed Management Area

Water Quality Management Planning Area

Wastewater Management Planning Area (if applicable)

Grantee's name, address, and phone number

Consultant's name, address and phone number (if applicable)

Date of project completion

Date of final report

Grantee's Signature

The signature of the grantee must be provided, attesting to completion and accuracy of the final report and authorizing its publication and submission/release to the Department for the Department's use.

Identification and Disclaimer

Identification of funding sources and disclaimer (if required).

Executive Summary

A brief summary of the final report that can also serve as a stand-alone document must be provided. This summary should include the following:

- A description of project area
- A brief summary of the project scope and methodology used
- Highlights of major results and conclusions
- Project implications and recommendations

Results of Project and Evaluation

Applicants must explain, in sufficient detail, the results of the project, including a conclusion and recommendations for action. The results should contain sufficient documentation of the sources of information and methodology used, basis for assumptions and projections, and any other information relevant to or supporting the conclusion and recommendations. The project evaluation should include the following information:

- A summary of results
- A detailed evaluation of findings, including relevant tables, graphs, etc.
- A breakdown of findings by relevant variables
- A detailed citation of all data sources
- Implications and recommendations for future action
- A description of strategies for assuring utilization of project results